



Communication and Information

**UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM) SHAREPOINT
GOVERNANCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: TCCS-IM

Approved By: TCCS (BG Gregory E. Couch, USA)

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This Instruction provides the policies and procedures for implementing the USTRANSCOM SharePoint Governance. It is applicable to all USTRANSCOM personnel. Refer recommended changes and questions about this publication to Information Management (TCCS-IM) using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*.

The USTRANSCOM SharePoint Governance is a set of policies, roles and responsibilities, and processes established to guide and direct the use of SharePoint technologies in USTRANSCOM. SharePoint is designed to enhance the USTRANSCOM enterprise by facilitating information sharing and collaboration. The effective governance of SharePoint services will ensure the proper protection of USTRANSCOM information while retaining the value provided by SharePoint.

1. References and Supporting Information. References, related publications, abbreviations, acronyms, and terms used in this Instruction are listed in Attachment 1.

2. Roles and Responsibilities. Individuals and organizations are assigned SharePoint roles and responsibilities to govern and manage their SharePoint organizational workspace. SharePoint customers may be assigned multiple roles within the context of a specific site; the customer may be a Site Owner and have responsibility for an organizational division, yet on another site their permissions may only be that of a contributor or user.

2.1. TCCS-IM. TCCS-IM is the USTRANSCOM Functional Owner of SharePoint. TCCS-IM will:

2.1.1. Manage the USTRANSCOM front page under the direction of the Strategic Communication Board.

2.1.2. Set the standard look and feel of the Directorate and Command Support Group (CSG) front pages.

2.1.3. Work functional and operational SharePoint issues with Air Mobility Command (AMC) SharePoint administrator.

2.1.4. Assist USTRANSCOM users in developing functional workspaces.

2.1.5. Assist USTRANSCOM users in determining when an item on a work site is a record and must be filed in Total Records Information Management (TRIM) per USTRANSCOMI 33-32.

2.1.6. Chair site owner meetings for Directorate/CSG Site Owners.

2.2. Webshop Division, Directorate of Command, Control, Communications, and Computer Systems (TCJ6-OMW) will:

2.2.1. Manage Directorate/CSG Site Owner permission.

2.2.2. Act as point of contact (POC) for USTRANSCOM SharePoint customer support, except where indicated in this Instruction.

2.3. Site Owners. Supervisors will appoint Site Owners through their Directorate Site Owner (sample appointment letter at Attachment 2). Directorate Site Owners will endorse the request and forward to TCJ6-OMW. It is recommended that organizations have two fully trained Site Owners at all times. Site Owners will:

2.3.1. Complete SharePoint User and Site Owner training, provided by USTRANSCOM C4S Training before being granted privileges as a SharePoint Site Owner.

2.3.2. Be the initial SharePoint POC for users.

2.3.3. Manage the front page for their area of responsibility with TCCS-IM guidance.

2.3.4. Manage the creation and deletion of worksites for their area of responsibility.

2.3.5. Ensure permissions are set correctly on all sites created below their level.

2.3.6. Perform periodic review to ensure outdated content is removed. Delete outdated organizational worksites when the task or mission is no longer needed. Prior to deletion, ensure records are filed in TRIM per USTRANSCOMI 33-32.

2.3.7. Be responsible for workspaces within their area of responsibility

2.3.8. Notify their Directorate/CSG SharePoint Site Owner to have their SharePoint permissions removed if/when no longer required.

2.3.9. Ensure site contributors have access to content only, or portions of sites for which they need to contribute content.

2.3.10. Directorate/CSG Site Owners will set owner permissions for sites below their organization. They will confirm site owner training is completed prior to setting permissions.

2.4. Approvers. Approve announcements, documents, and other SharePoint content before being distributed to SharePoint. Approver permissions are set by the Site Owner.

2.5. Contributors. USTRANSCOM personnel have contribute permission to their organizational site by default. Contribute permissions are also assigned to personnel on worksites in which they are a participant by the Site Owner. Contributors will:

2.5.1. Add content to existing lists and document libraries where permissions are granted.

2.5.2. Ensure content is appropriate for the venue, e.g., foreign releasability, Operations Security (OPSEC), classification, and Privacy Act.

2.5.3. File completed USTRANSCOM records from SharePoint to TRIM upon completion of a project.

2.5.4. Notify Site Owner when a worksite is no longer needed.

3. Policies and Procedures

3.1. Users. All users must have an AMC2K SharePoint account to participate in USTRANSCOM's SharePoint. All USTRANSCOM enterprise users will be authorized/provided a SharePoint account upon request.

3.1.1. Requests for SharePoint accounts flow through the organizational security manager to AMC.

3.1.2. Once a user has been issued an account, an appropriate role and permissions will be defined within SharePoint by TCJ6-OMW.

3.2. Contributors. When publishing content to the SharePoint sites, contributors will adhere to the following standards and practices when preparing documents for publication:

3.2.1.. OPSEC and Critical Information List. See USTRANSCOMI 31-11, *USTRANSCOM Security Program*.

3.2.2. Foreign Disclosure. See USTRANSCOMI 14-8, *Foreign Disclosure Program*.

3.2.3. Section 508 Disabilities Act (Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d)) prescribes requirements for publishing electronic documents.

3.2.4. Privacy Act. See USTRANSCOMP 33-40, *Privacy Act Program Manager's Guide*.

3.3. SharePoint Site Hierarchy. The top site will be the USTRANSCOM Front Page. Each Directorate and the CSG will have a front-facing site where any USTRANSCOM user may view general information about the organization. Each division and branch may have sites created subordinate to the Directorate.

3.4. SharePoint Site Creation. Site Owners create SharePoint sites/workspaces.

3.4.1. Requests for organizational SharePoint sites must conform to USTRANSCOM's official organizational structure and be verified with TCCS-IM prior to implementation. In general, each staff office (e.g., directorate, division, and branch) may be represented.

3.4.2. All sites will use standard USTRANSCOM template to ensure consistent navigation and presentation throughout USTRANSCOM's SharePoint.

3.4.3. At a minimum, organizational sites will contain a mission statement and reflect leadership and Site Owner information.

3.5. Outdated Content. SharePoint will automatically delete content not modified for 18 months. All required records must be filed in TRIM upon completion of task to ensure USTRANSCOM records are not lost.

GREGORY E. COUCH
Brigadier General, USA
Chief of Staff

Attachment 1

RELATED PUBLICATIONS:

USTRANSCOMI 14-8, *Foreign Disclosure Program*
 USTRANSCOMI 31-11, *USTRANSCOM Security Program*
 USTRANSCOMI 33-32, *USTRANSCOM Records Management Program*
 USTRANSCOMP 30-40, *Privacy Act Program Manager's Guide*
 Section 508 Disabilities Act

ACRONYMS:

AMC – Air Mobility Command
 CSG – Command Support Group
 OPSEC – Operations Security
 POC – Point of Contact
 TCCS-IM – Information Management
 TCJ6-OMW – Webshop Division, Command, Control, Communications, and Computer Systems
 USTRANSCOM – United States Transportation Command

TERMS:

Content: Any information, in any media form, added to a SharePoint site.

Contributor: A member of the Windows SharePoint Services Contributor role can add content to existing document libraries and lists.

Designer: A member of the Windows SharePoint Services Web Designer role that can create lists and document libraries and customize pages in the Web site.

Organization: Used to refer to an approved directorate, division, or branch in the USTRANSCOM organization.

Site: As defined by SharePoint, any unique page created in SharePoint associated with the overall site collection or sub-sites.

SharePoint: Microsoft SharePoint is a software platform and a family of software products developed by Microsoft for collaboration, file sharing, and web publishing.

Strategic Communication Board mission: Coordinate USTRANSCOM's communications organizations to ensure a tailored, focused, congruent message. The Board focuses USTRANSCOM elements to understand and engage key audiences in order to create, strengthen, or preserve conditions favorable for the advancement of U.S. Government interests, policies, and objectives through the use of coordinated programs, plans, themes, messages, and instruments of national power.

Attachment 2

MEMORANDUM FOR TCJ* SHAREPOINT SITE OWNER

FROM: TCJ*-*

SUBJECT: SharePoint Site Owner Appointment Letter

The below is appointed the TCJ*-* SharePoint Site Owner.

- Rank and Name
- Office
- SharePoint User Training is scheduled for or completed on:

OFFICE CHIEF SIGNATURE BLOCK

1 Attachment:
SharePoint User Training Certificate (if completed)

1st Ind TCJ* Site Owner

MEMORANDUM FOR TCJ6-OMW

Please schedule Rank Name for SharePoint site owner training.

Directorate SharePoint Site Owner